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6 NOV 1959

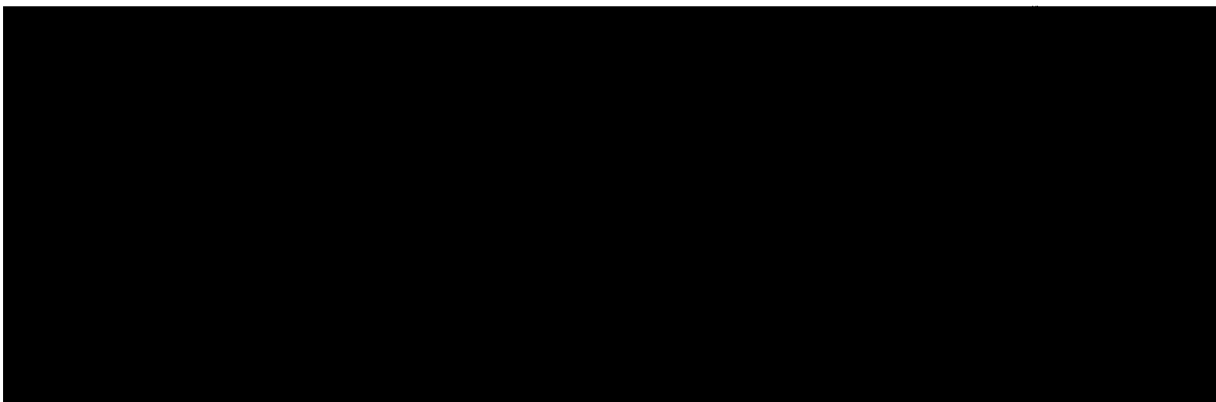
MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

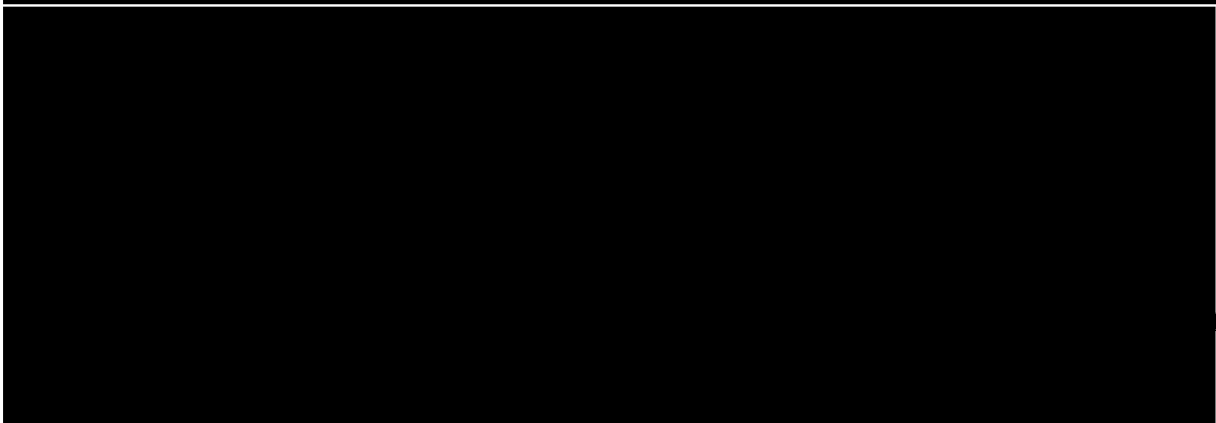
The Office of Training reports on the following activities during the month of October 1959:

I. Training Assistance

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c. In a letter to the Director of Training, Headquarters, U. S. Continental Army Command, Fort Monroe, Virginia, advised it is making available one quota each in the Army Management Classes 4 through 9, and one quota for Class Nr. 1 in the Army Management Orientation Course 900-G-F3. These quotas provide CIA one space

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in all Army Management classes except Class Nr. 2, Course 900-G-F3, which is filled to capacity. If there is a cancellation for this class, CIA will be given the quota.

d. A further step toward inter-agency cooperation and coordination of language and area training is symbolized by a joint meeting [REDACTED] of the Language and Area Roundtables. Agencies with representatives at this joint meeting included State, NSA, Navy, Air Force, Army (SIS and MAG/Military Assistance Institute), USIA, ICA, and CIA.

e. Word was received that the members of the last Basic [REDACTED] Course voted the CIA presentation the outstanding one in the course. This had also been done by the students in the last Mid-Career Course.

### 2. Internal Training Activities

b. The Signal Center, Office of Communications, has requested the Orientation Faculty to present a fourth Signal Center Refresher Course in November or December of this year. Since the staff is already committed to presenting a second Printing Services Refresher Course in November, the second and third weeks in December have been suggested and mutually satisfactory dates will be worked out.

c. The fall-winter language program has resulted in a full utilization of [REDACTED] from mid-November on.

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d. [REDACTED], Chief, School of International Communism, was recently elected President of the 1958 - 1959 National War College class.

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e. During October language awards were authorized in the amount of \$6,900 to 65 employees. Cumulative awards to date now total \$286,700 to 2,317 employees.

3. Monthly Enrollment

During the month of October 1,074 persons were enrolled in OTR-conducted training. Twenty-two of these were Agency dependents, fifteen were Reserve Officers, and forty-six (including thirty-nine in [REDACTED]) were employees of other Government agencies.

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**SIGNED**

**MATTHEW BAIRD**  
Director of Training

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OTR/PPS: [REDACTED] (5 Nov 59)

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